

## EIA-782C MONTHLY REPORT OF PRIME SUPPLIER SALES OF PETROLEUM PRODUCTS SOLD FOR LOCAL CONSUMPTION INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-782C after reading the instructions, please call our toll-free number 1-800-638-8812. Firms located in Maryland should call (301) 495-8440.

### 2. PURPOSE

The Energy Information Administration (EIA) Form EIA-782C, "Monthly Report of Prime Supplier Sales of Petroleum Products Sold for Local Consumption," is used to collect data on the sales of selected petroleum products by prime suppliers delivered into States for local consumption. The data are used by the Department of Energy to analyze and report on petroleum product demand. In addition, the data are used by State and federal agencies (such as the Bureau of Economic Analysis), Congress, industry analysts, trade publications, academia, and the public to analyze, model and forecast petroleum product consumption by State.

### 3. WHO MUST SUBMIT

The Form EIA-782C is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by all suppliers who produce, import, or transport across State boundaries and local marketing areas any of the listed products and sell the product to local distributors, local retailers, or end-users.

Section 9 explains the possible sanctions for failing to report.

### 4. WHEN TO SUBMIT

The Form EIA-782C must be submitted to the EIA no later than 20 calendar days after the close of the reference month (e.g., if the reference month is March 2004, the report must be submitted to the EIA by April 20, 2004).

### 5. WHERE TO SUBMIT

Completed forms may be submitted by facsimile, e-mail, electronic transmission, or mail.

Fax completed forms to: **(301) 495-8483**

E-mail forms to: **[OOG.SURVEYS@eia.doe.gov](mailto:OOG.SURVEYS@eia.doe.gov)**

Secure File Transfer forms to:

**<https://idc.eia.doe.gov/upload/noticeoog.jsp>**

Electronic Transmission: The PC Electronic Data Reporting Option (PEDRO) is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the

encrypted data electronically to EIA via the Internet or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at **(202) 586-9659**.

Mail completed forms to:

Energy Information Administration, EI-45  
U.S. Department of Energy  
PO Box 60928  
Washington, D.C. 20077-0039  
Attn: EIA-782C

The State energy offices are vitally interested in receiving information identical to that contained on the EIA-782C. To ensure consistent reporting, respondents may provide a duplicate of each Form EIA-782C directly to the appropriate State office. Information provided to State energy offices are not subject to federal regulations governing disclosure of company level data described in Section 8. Contact your State energy office for details on their data confidentiality policies and regulations.

To obtain a list of the State energy offices, call toll-free 1-800-638-8812. Firms located in Maryland should call (301) 495-8440.

### 6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

[www.eia.doe.gov/oil\\_gas/petroleum/survey\\_forms/pet\\_survey\\_forms.html](http://www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html)

You may also access the materials by following the steps below:

- Go to EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov)
- Place the cursor on *By Fuel* near the center of the page and click on *Petroleum* from the drop down menu
- Click on *Survey Forms* on the left side of the page
- Select the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

### 7. HOW TO COMPLETE THE SURVEY FORM

#### General Instructions

To avoid double counting, respondents are to exclude sales to other companies (and their subsidiaries) who also report on the EIA-782C. A list of these companies is available on our website following the steps in Section 6.

Report all volumes in **thousands of gallons** (e.g., report 6,500 gallons as 7, and 6,400 gallons as 6). Leave volume blank if no volumes were sold. Enter 1 for volumes between 0 and 1,499. Note: One barrel is equal to 42 gallons.

Enter sales made during the reference month only. Exclude from all calculations any **material** prior period adjustments for volumes and revise the report(s) for the appropriate prior period(s).

Do not report negative volumes.

Report only the data for the products listed. DOE is not seeking full coverage of all petroleum products sold. Definitions of petroleum products and other terms are provided for your use in Section 11. Please refer to these definitions before completing the survey form.

Exclude amounts supplied to exchange partners except where the amount supplied exceeds the amount received and the imbalance is invoiced as a sale during the reference month.

Report the entire firm's monthly sales of the selected products. This includes sales made directly by the parent, affiliates, subsidiaries, or through commissioned agents. Exclude sales made among the parent firm, subsidiaries, and affiliates (i.e., intrafirm transfers/sales).

Exclude all volumes sold for export, regardless of where transfer of title occurs.

Include sales for vessel bunkering.

#### **Resubmissions**

Revisions to prior month's reports are required if previously reported price or volume data are in error by more than five percent ( $\pm 5\%$ ). All revisions must be submitted within 120 days after the end of the reference month. However, EIA must be notified of significant changes discovered after this date and will determine if a late resubmission is required.

### **PART I. IDENTIFICATION INFORMATION**

Enter the month and year of the reference month.

Enter the 10-digit identification number.

Enter respondent identification information.

Enter the date this report is being filed.

Check the box which indicates whether this form is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the reference month for which this report is a resubmission.

Enter the number of States for which data are reported. Report sales for all States in which your company does business.

Mark the appropriate type of entity according to the definitions provided. The type of entity should not change from month to month but should reflect the activity of the firm throughout the year.

- Refiners operating in more than one capacity should mark "Refiner/Gas Plant Operator."

- Firms engaging in both reselling and retailing should mark "Reseller/Retailer."

- Firms which directly or indirectly control a refiner should mark "Refiner/Gas Plant Operator."

- Firms which directly or indirectly control a gas plant operator should mark "Refiner/Gas Plant Operator."

Enter the status of the firm at the end of the reference month. If the firm has been sold, leased, or permanently ceased operation, submit a letter to DOE stating the reason for the change in status. If the firm has been sold or leased, provide the name and address of the new company, and the date of the transfer. If the firm has permanently ceased operation, provide the date the firm ceased operation. You may either include the letter with your monthly report or send it separately to the address shown in Section 5.

#### **File a separate Part II Form for each State in which your company does business.**

Check the box to indicate whether this form is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the reference month for which this report is a resubmission.

Enter the month and year of the reference month for which this data is being submitted.

Enter the 10-digit number assigned to the reporting firm for this survey.

Enter the abbreviation for the State. See Appendix A for a list of State abbreviations.

### **PART II. STATE DATA**

Complete the "Monthly Sales" column for all the listed petroleum products your firm sold and delivered in that State during the reference month.

Do not report any punctuation, such as decimals and commas.

Report gasoline sales volumes by category and grade in accordance with their classification at the time of sale. The intent of this form is to collect sales volumes for reformulated, oxygenated and conventional gasoline sold as regular, midgrade, and premium. For the majority of the United States, the octane ranges "(R+M)/2" identified in the Definitions (Section 11) are appropriate for distinguishing among the three grades of gasoline to be reported.

Report sales of gasoline as oxygenated gasoline if it meets the specifications for oxygenated gasoline as approved by EPA. Blends of gasoline containing Fuel Ethanol, Methyl Tertiary Butyl Ether (MTBE) or other oxygenates should be reported according to the above criteria. Do not report ethanol (alcohol) sold separately for blending purposes.

Report gasohol in the grade of gasoline in which it was sold. Report sales of gasohol that are intended for use in a carbon monoxide (CO) nonattainment program as oxygenated gasoline. Report sales of gasohol that are not intended for use in a CO nonattainment program as conventional gasoline.

## **8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION**

The information reported on Form EIA-782C will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. The Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are applied to the statistical data published from EIA-782C survey information to ensure that the risk of disclosure of identifiable information is very small.

## **9. SANCTIONS**

The timely submission of Form EIA-782C by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

## **10. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN**

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 2.1 hours per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

## 11. DEFINITIONS

**Affiliate** - An entity which is directly or indirectly owned, operated, or controlled by another entity.

**ASTM** - The acronym for the American Society for Testing and Materials.

**Aviation Gasoline (Finished)** - A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in aviation reciprocating engines. Fuel specifications are provided in ASTM Specification D 910 and Military Specification MIL-G-5572. *Note:* Data on blending components are not counted in data on finished aviation gasoline.

**Conventional Gasoline** - See Finished Motor Gasoline.

**Distillate Fuel Oil** - A general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils. Products known as No. 1, No. 2, and No. 4 diesel fuel are used in on-highway diesel engines, such as those in trucks and automobiles, as well as off-highway engines, such as those in railroad locomotives and agricultural machinery. Products known as No. 1, No. 2, and No. 4 fuel oils are used primarily for space heating and electric power generation.

a. **No. 1 Distillate** - A light petroleum distillate that can be used as either a diesel fuel (see No. 1 Diesel Fuel) or a fuel oil (see No. 1 Fuel Oil).

(1) **No. 1 Diesel Fuel** - A light distillate fuel oil that has distillation temperatures of 550 degrees Fahrenheit at the 90-percent point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines generally operated under frequent speed and load changes, such as those in city buses and similar vehicles.

(2) **No. 1 Fuel Oil** - A light distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 550 degrees Fahrenheit at the 90-percent point and meets the specifications defined in ASTM Specification D 396. It is used primarily as fuel for portable outdoor stoves and portable outdoor heaters.

b. **No. 2 Distillate** - A petroleum distillate that can be used as either a diesel fuel (see No. 2 Diesel Fuel) or a fuel oil (see No. 2 Fuel Oil).

(1) **No. 2 Diesel Fuel** - A fuel that has distillation temperatures of 500 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines that are generally operated under uniform speed and load conditions such as those in railroad locomotives, trucks, and automobiles.

(a) **Low Sulfur No. 2 Diesel Fuel** - No. 2 diesel fuel that has a sulfur level no higher than 0.05 percent by weight. It is used primarily in motor vehicle diesel engines for on-highway use.

(b) **High Sulfur No. 2 Diesel Fuel** - No. 2 diesel fuel that has a sulfur level above 0.05 percent by weight.

(2) **No. 2 Fuel Oil (Heating Oil)** - A distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used in atomizing type burners for domestic heating or for moderate capacity commercial/industrial burner units.

c. **No. 4 Fuel Oil** - A distillate fuel oil made by blending distillate fuel oil and residual fuel oil stocks. It conforms with ASTM Specification D 396 or Federal Specification VV-F-815C and is used extensively in industrial plants and in commercial burner installations that are not equipped with preheating facilities. It also includes No. 4 diesel fuel used for low- and medium-speed diesel engines and conforms to ASTM Specification D 975.

**Finished Motor Gasoline** - A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in spark-ignition engines. Motor gasoline, as defined in ASTM Specification D 4814 or Federal Specification VV-G1690C, is characterized as having a boiling range of 122 to 158 degrees Fahrenheit at the 10-percent recovery point to 365 to 374 degrees Fahrenheit at the 90-percent recovery point. "Motor gasoline" includes conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. *Note:* Volumetric data on blending components, such as oxygenates, are not counted in data on finished motor gasoline until the blending components are blended into the gasoline.

a. **Reformulated Gasoline** - Finished motor gasoline formulated for use in motor vehicles, the composition and properties of which meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under Section 211(k) of the Clean Air Act. *Note:* This category includes oxygenated fuels program reformulated gasoline (OPRG) but excludes reformulated gasoline blendstock for oxygenate blending (RBOB).

b. **Oxygenated Gasoline** - Finished motor gasoline, other than reformulated gasoline, having an oxygen content of 2.7 percent or higher by weight and required by the U.S. Environmental Protection Agency (EPA) to be sold in areas designated by EPA as carbon monoxide (CO) nonattainment areas. *Note:* Oxygenated gasoline excludes oxygenated fuels program reformulated gasoline (OPRG) and reformulated gasoline blendstock for oxygenate blending (RBOB). Data on gasohol that has at least 2.7 percent oxygen, by weight, and is intended for sale inside CO attainment areas are included in data on oxygenated gasoline. Other data on gasohol are included in data on conventional gasoline.

c. **Conventional Gasoline** - Finished motor gasoline not included in the oxygenated or reformulated gasoline categories. *Note:* This category excludes reformulated

gasoline blendstock for oxygenate blending (RBOB) as well as other blendstock.

Within each of these three types of gasoline are the following three grades:

1. **Regular Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than or equal to 85 and less than 88.
2. **Midgrade Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than or equal to 88 but less than or equal to 90.
3. **Premium Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than 90.

*Note:* In general, automotive octane requirements are lower at high altitudes. Therefore, in some areas of the United States, such as the Rocky Mountain States, the octane ranges for the gasoline grades above may be 2 or more octane points lower.

**Firm** - Any association, company, corporation, estate, individual, joint-venture, partnership, or sole proprietorship or any other entity, however organized, including: (a) charitable or educational institutions; (b) the Federal Government, including corporations, departments, Federal agencies, and other instrumentalities; and (c) State and local governments. A firm may consist of (1) a parent entity, including the consolidated and unconsolidated entities (if any) that it directly or indirectly controls; (2) a parent and its consolidated entities only; (3) an unconsolidated entity; or (4) any part or combination of the above.

**Gas Plant Operator** - Any firm, including a gas plant owner, which operates a gas plant and keeps the gas plant records. A gas plant is a facility in which natural gas liquids are separated from natural gas, or in which natural gas liquids are fractionated or otherwise separated into natural gas liquid products or both.

**Gasohol** - A blend of finished motor gasoline containing alcohol (generally ethanol but sometimes methanol) at a concentration of 10 percent or less by volume. Data on gasohol that has at least 2.7 percent oxygen, by weight, and is intended for sale inside carbon monoxide nonattainment areas are included in data on oxygenated gasoline.

**Kerosene** - A light petroleum distillate that is used in space heaters, cook stoves, and water heaters and is suitable for use as a light source when burned in wick-fed lamps. Kerosene has a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point, a final boiling point of 572 degrees Fahrenheit, and a minimum flash point of 100 degrees Fahrenheit. Included are No. 1-K and No. 2-K, and the two grades recognized by ASTM Specification D 3699 as well as all grades of kerosene called range or stove oil, which have properties similar to No. 1 Fuel Oil.

**Kerosene-type Jet Fuel** - A kerosene-based product having a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point and a final maximum boiling point of 572 degrees Fahrenheit and meeting ASTM Specification D 1655 and Military Specifications MIL-T-5624P and MIL-T-83133D (Grades JP-5 and JP-8). It is used for commercial turbojet and turboprop aircraft engines.

**Naphtha-type Jet Fuel** - A fuel in the heavy naphtha boiling range with an average gravity of 52.8 API and 20 to 90-percent

distillation temperatures between 290 to 470°F, and meeting Military Specification MIL-T-5624L (Grade JP-4). It is used primarily for turbojet and turboprop aircraft engines because it has a lower freeze point than other aviation fuels and meets engine requirements at high altitudes and speeds.

**Nonattainment Area** - Any area that does not meet the national primary or secondary ambient air quality standard established by the Environmental Protection Agency for designated pollutants, such as carbon monoxide and ozone.

**OPRG** - "Oxxygenated Fuels Program Reformulated Gasoline" is reformulated gasoline which is intended for use in an oxygenated fuels program control area during an oxygenated fuels program control period.

**Oxygenated Gasoline** - See Finished Motor Gasoline.

**Oxygenates** - Substances which, when added to gasoline, increases the amount of oxygen in that gasoline blend. Ethanol, Methyl Tertiary Butyl Ether (MTBE), Ethyl Tertiary Butyl Ether (ETBE), and methanol are common oxygenates.

**Parent** - A firm that directly or indirectly controls another entity.

**Prime Supplier** - A firm that produces, imports, or transports selected petroleum products across State boundaries and local marketing areas, and sells the product to local distributors, retailers, or end-users.

**Propane, Consumer Grade** - A normally gaseous paraffinic compound (C<sub>3</sub>H<sub>8</sub>), which includes all products covered by Natural Gas Policy Act specifications for commercial use and HD-5 propane and ASTM Specification D 1835. It is a colorless paraffinic gas that boils at a temperature of -43.67°F. It does not include the propane portion of any natural gas liquid mixes, e.g., butane-propane mix.

**RBOB** - "Reformulated Gasoline Blendstock for Oxxygenate Blending" is a motor gasoline blending component which, when blended with a specified type and percentage of oxygenate, meets the definition of reformulated gasoline.

**Reference Month** - The calendar month and year to which the reported price and volume information relates.

**Refiner** - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have those products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

**Reformulated Gasoline** - See Finished Motor Gasoline.

**Reseller** - A firm (other than a refiner) that is engaged in a trade or business that buys refined petroleum products and then sells them to a purchaser who is not the ultimate consumer of those refined products.

**Reseller/Retailer** - A firm (other than a refiner) that carries on the trade or business activities of both a reseller and a retailer; i.e., purchasing refined petroleum products and reselling them

to purchasers who may be either ultimate or other than ultimate consumers.

**Residual Fuel Oils** - The heavier oils, known as No. 5 and No. 6 fuel oils, that remain after the distillate fuel oils and lighter hydrocarbons are distilled away in refinery operations. It conforms to ASTM Specifications D 396 and D 975 and Federal Specification VV-F-815C. No. 5, a residual fuel oil of medium viscosity, is also known as Navy Special and is defined in Military Specification MIL-F-859E, including Amendment 2 (NATO Symbol F-770). It is used in steam-powered vessels in government service and inshore powerplants. No. 6 fuel oil includes Bunker C fuel oil and is used for the production of electric power, space heating, vessel bunkering, and various industrial purposes.

**Retailer** - A firm (other than a refiner, reseller, or reseller/retailer) that carries on the trade or business of purchasing refined petroleum products and reselling them to ultimate consumers.

**Sale** - The transfer of title of an energy commodity from the seller to a buyer for a price or quantity transferred during a specified period. EXCLUDES: Intrafirm transfers, product consumed directly by the reporting firm, sales of bonded fuel, and products delivered/loaned to exchange partners except where the amount supplied exceeds the amount received and the differential is invoiced as a sale during the reference month.

**Subsidiary** - An entity directly or indirectly controlled by a parent company which owns 50% or more of its voting stock.

**United States** - The 50 States and the District of Columbia.

## APPENDIX A

### LIST OF STANDARD STATE ABBREVIATIONS

AL ... Alabama	KY ... Kentucky	ND ... North Dakota
AK ... Alaska	LA ... Louisiana	OH ... Ohio
AZ ... Arizona	ME ... Maine	OK ... Oklahoma
AR ... Arkansas	MD ... Maryland	OR ... Oregon
CA ... California	MA ... Massachusetts	PA ... Pennsylvania
CO ... Colorado	MI ... Michigan	RI ... Rhode Island
CT ... Connecticut	MN ... Minnesota	SC ... South Carolina
DE ... Delaware	MS ... Mississippi	SD ... South Dakota
DC ... District of Columbia	MO ... Missouri	TN ... Tennessee
FL ... Florida	MT ... Montana	TX ... Texas
GA ... Georgia	NE ... Nebraska	UT ... Utah
HI ... Hawaii	NV ... Nevada	VT ... Vermont
ID ... Idaho	NH ... New Hampshire	VA ... Virginia
IL ... Illinois	NJ ... New Jersey	WA ... Washington
IN ... Indiana	NM ... New Mexico	WV ... West Virginia
IA ... Iowa	NY ... New York	WI ... Wisconsin
KS ... Kansas	NC ... North Carolina	WY ... Wyoming
GU ... Guam		
PR ... Puerto Rico		
VI ... Virgin Islands		